

MAYOR AND COMMISSIONERS

**TOWN OF NORTH EAST
106 S. MAIN STREET
NORTH EAST, MARYLAND 21901**

January 25, 2023

The Town Meeting was called to order by Vice Mayor Hilary Crothers-Moore at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Raymond Mitchell and Kelly Benson. Also present were Police Chief Stephen Yates, Maintenance Supervisor Rich Gregg, Water Superintendent Ron Carter, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Director of Planning and Zoning Betsy Vennell attended the meeting virtually. Absent from the meeting, Mayor Michael Kline.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the January 11, 2023 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all. Commissioner Catherine Bernard-Dutton abstained because she was absent from the meeting.

-PUBLIC HEARING-

None

-APPOINTMENTS-

Mrs. Cook-MacKenzie asked the Board for their consideration to appoint Ulysses Grant Demond IV as a Member of the Board of Supervisors of Elections. His term will expire September 30, 2023.

A motion to approve the appointment of Ulysses Grant Demond IV was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

-GUESTS-

None

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-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Vice Mayor Crothers-Moore

None

Commissioner Bernard-Dutton

None

Commissioner Mitchell

None

Commissioner Benson

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 11, 2023 Town Board Meeting:

- Staff Luncheon and Parade Committee meeting, Thursday, January 12, 2023
- Maryland State Highway Administration (SHA) regarding North East Preserve
- Oral interviews with potential candidates for Sergeant, North East Police Department
- Entech Engineer, Steve Riley and Water Superintendent, Ron Carter regarding on-going water projects
- Mayor Kline, Director of Planning, Betsy Vennell, President of North East Chamber, Tracy Reynolds and Volunteer, Jennifer Goldbach on how to promote the town
- Cecil County Economic Development along with County Partners
- Water Customer, 113 Five Iron Drive regarding his high quarterly water bill due to a leak
- Cecil County Chamber of Commerce Breakfast, Schaeffer's Canal House, Chesapeake City
- Met with the Power of Attorney for staff member, Kimberly Belcher
- Department Head
- Circuit Rider, Karen Schaeffer to complete grants/loans for Maryland Department of Environment (MDE) and water projects
- Weiner Benefits Associates and Aflac on behalf of Kimberly Belcher

- ZOOM meeting with Mayor Kline, Town of Perryville and Representatives from Cecil County representatives regarding the Municipal Separate Storm Sewer System Permit (MS4)

Director of Finance

Mrs. Stemen entered into the record the list of payments issued since the last Board Meeting In addition Mrs. Stemen reported the following:

- Fiscal Year 2023 Budget to Actual Statements for the General & Enterprise Funds through December 31, 2022

Director of Planning and Zoning

Mrs. Vennell entered into the record the December 2022 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- 3 public hearings:
 - 16 - 18 South Main Street, opening of a Tavern/Bar/Pub/Sports Bar
 - 16 - 18 South Main Street alcohol beverage license
 - 15 Juniper Circle, Elkton, opening a child care center
- 5 new homes Ridgely Forest (2 duplex and 3 single)
- 10 occupancy permits Ridgely Forest (2 commercial and 8 residential)
- 2 Sign Permits North East Station (Euro Gym and Wendy's)

Maintenance Supervisor

Mr. Gregg entered into the record the December 2022 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- Christmas Parade preparation along with the decorations and lights
- Found a commercial light dealer out of Philadelphia who was recommended by Herr's for the "Winter Lights - Cecil Nights" at the North East Community Park
- Met with 3 Electrical Contractors regarding permanent electric in the North East Community Park
- Installed a sign at Center Drive

Chief of Police

Chief Yates entered into the record the December 2022 Crime and Traffic Breakdown and the 2022 Yearly Report for the North East Police Department. In addition Chief Yates reported the following:

- All Officers assisted with the annual Christmas Parade, attended Firearms and Taser classroom and completed their physical assessment.
- Coffee Day with a Cop at the Adult Day Care Center in Bay View
- Career Day at the Rising Sun Middle School, 289 Pearl Street
- 2 new Police Ford Explores will be going to the garage to get accessories added, this should be completed in a few weeks

Water Plant Superintendent

Mr. Carter entered into the record the December 2022 Water Report for the Rolling Mill and Leslie Water Treatment Plants.

-UNFINISHED BUSINESS-

Memorandum of Understanding: Safe Route to Schools; Jethro Street Sidewalk Installation Project/Walkway between Jethro Street and East Cecil Avenue

Mrs. Cook-MacKenzie presented to the Board, at the last board meeting, a Memorandum of Understanding, Safe Route to Schools, between the State Highway Administration of Maryland, Department of Transportation, acting on behalf of the State of Maryland, hereinafter called "MDOT SHA", and the Mayor and Commissioners of the Town of North East, North East, hereinafter called the "Project Sponsor".

Mrs. Cook-MacKenzie advised the Board, this item will be tabled until the next town Board Meeting, which will be held Wednesday, February 8, 2023. If they have any additional comments or questions, please direct them to her prior to the meeting.

-NEW BUSINESS-

One motion to approve all three Public Works Agreement Extensions, with the recommendation of the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

1. WORF, LLC, Owner: Ridgely Forest Section IIIB Phases 1 and 1A: Public Works Agreement Extension until June 15, 2024

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension for WORF, LLC, Ridgely Forest Section IIIB, Phases 1 and 1A

2. WORF, LLC, Owner: Ridgely Forest Section IV: Public Works Agreement Extension request until May 15, 2023

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension for WORF, LLC, Ridgely Forest Section IV.

3. WORF, LLC, Owner: Ridgely Forest Section V-A: Public Works Agreement Extension request until April 15, 2024

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension for WORF, LLC, Ridgely Forest Section V-A.

Personnel Matter

Kimberly Belcher, Administration Assistant to the Water Superintendent, Ron Carter has resigned after 28 years of service with the Town of North East, due to medical issues.

-MISCELLANEOUS-

Commissioner Benson asked about the proposed development at the Chesapeake Club off Route 272. Mrs. Cook-MacKenzie stated this has been tabled by the Cecil County Planning Commission. One issue she is aware of, Maryland State Highway Administration (SHA), did not complete the review of the traffic impact study. Mrs. Cook-MacKenzie stated she will reach out to the Cecil County Planning Commission so they can provide updates on this project. She also stated, the town has had conversation regarding the water utilities and possible water annexation in the future.

-APPROPRIATIONS-

Budget Amendment 2023-001, Fiscal Year 2023

A motion to approve the Budget Amendment 2023-001 was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R3-01271 – M&T Bank, Trustee MDWQFA – Water System Improvements, Phase 5, 6/6A & 7, Bond \$621,536.13

A motion to approve Requisition R3-01271 to M&T Bank, Trustee in the amount of \$621,536.13 for Water System Improvements, Phase 5, 6/6A & 7 was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

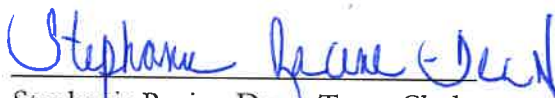
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. The meeting adjourned at 7:38 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Hilary Crothers-Moore, Vice Mayor

Town Board Approved Minutes February 8, 2023